

Coalition “Ground Rules”: Accountability and Workload

To achieve results, the coalition needs an accountability system. This doesn't need to be complicated but should include some basics such as:

- Summary documentation of decisions at the end of each meeting.
- Clear identification of action steps related to those decisions (It helps to have an outcome attached to each action step).
- At least one name attached to each action step.
- A system for following up or checking in with those who have assignments prior to the next meeting.
- A quick review at the beginning of each coalition gathering of action step accomplishments and outcome.

To assure that workload is at least acceptable if not equitable, establish agreement on a set of ground rules on workload and accountability.

Examples:

- Every member has knowledge, skills, expertise and connections to contribute to the success of the coalition.
- Do not necessarily have equal time to contribute to the coalition.
- “Workload” includes things that support the group process as well as those that lead to results: learning about each other, communicating with each other, learning about community priorities and issues, producing ideas, producing products, running community meetings, etc.
- Leadership functions are shared and rotated among members.
- “Burnout” of coalition members due to work Overload is not encouraged or allowed. We will only agree to do what we have the resources (including personal energy and time) to do.
- Uncomfortable feelings about workload in this coalition (“I can't do any more”, “So and so is not pulling his/her fair share”) will be addressed at the group level without naming names or attaching blame.
- We will periodically celebrate our hard work and successes.
- If commitments are not followed through, we will not waste time in laying blame/scapegoating, we will address underlying causes.
- Visible appreciation of and respect for others' work is one of the most cherished values of this coalition.